

## AMS/FAST CHANGE REQUEST (CR) COVERSHEET

**Change Request Number:** 23-65

**Date Received:** March 29, 2023

**Title:** Updates to (7) Procurement Checklists

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**Initiator Name:** Stephen Mangan

**Initiator Organization Name / Routing Code:** Procurement Policy Branch, AAP-110

**Initiator Phone:** 405-954-4137

**ASAG Member Name:** Monica Rheinhardt

**ASAG Member Phone:** 202-267-1441

**Policy and Guidance:** (Please check only one box)

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|--|--|
| <input type="checkbox"/> Policy                            | <input type="checkbox"/> Procurement Tools and Resources     |
| <input type="checkbox"/> Guidance                          | <input type="checkbox"/> Real Property Templates and Samples |
| <input type="checkbox"/> Procurement Samples               | <input type="checkbox"/> Procurement Clauses                 |
| <input type="checkbox"/> Procurement Templates             | <input type="checkbox"/> Real Property Clauses               |
| <input type="checkbox"/> Procurement Forms                 | <input type="checkbox"/> Other Tools and Resources           |
| <input checked="" type="checkbox"/> Procurement Checklists |  |

### Summary of Change:

Changes were made to the following:

#### 1. Delivery Order/Task Order/BPA Call Checklist

+Under Procurement Planning- Tab 2 Coordination with Small Business Program Staff (AAP-20) for requirements estimated to exceed the AMS risk threshold, AMS Reference added 3.6.1 & T3.6.1.

+Under TO/DO/BPA Call Development and Review- Tab 4 Changed from Management & Legal Review & Coordination if Procurement \$100K (including all options) to Management & Legal Review & Coordination if Procurement AMS risk threshold (including all options)

+Under Source Selection- Manage Solicitation Tab 2 changed from Signed Non-Disclosure Agreement/Conflict of Interest Certification for Procurements of \$150K or Greater to Signed Non-Disclosure Agreement/Conflict of Interest Certification for Procurements equal to or greater than the AMS risk threshold

#### 2. Blanket Purchase Agreement Checklist

+Tab 1: Coordination with Small Business Program Staff: Changed \$250,000 to AMS risk threshold.

+Tab 8: Management & Legal Review & Coordination: Changed threshold from \$100,000 to AMS risk threshold.

- +Tab 6:CIO Review: Changed \$250,000 to AMS risk threshold.
  - + Tab 7: CFO Review: Threshold changed from \$10M to \$15M.
  - +Tab 11: Public Announcement: Threshold changed from \$150,000 to AMS risk threshold.
  - +Tab 12: Management & Legal Review & Coordination: Threshold changed from \$100,000 to AMS risk threshold.
  - + Under Evaluate Responses, CFO Review threshold changed from \$10M to \$15M.
  - + Under Contract Administration-Modifications-Management & Legal Review & Coordination: Threshold changed from \$100,000 to AMS risk threshold.
3. Construction File Checklist
- +Tab 2: Coordination with Small Business Program Staff: Changed from \$250,000 to AMS risk threshold.
  - +Tab 5: CIO Review: Changed from \$250,000 to AMS risk threshold.
  - +Tab 6: Management & Legal Review & Coordination: Threshold changed from \$100,000 to AMS risk threshold.
  - +Tab 11: Signed Non-Disclosure Agreement/Conflict of Interest Certification for procurements: Threshold changed from \$150,000 to AMS risk threshold.
  - + Under Evaluate Responses, CFO Review threshold changed from \$10M to \$15M.
  - +Tab 17: Public Announcement: Threshold changed from \$150,000 to AMS risk threshold.
  - + Congressional/Public Affairs Notification form changed from DOT Form 4220.41 to FAA Form 4400-35.
4. Contract File Checklist
- +Tab 2: Coordination with Small Business Program Staff: Changed from \$250,000 to AMS risk threshold.
  - +Tab 5: CIO Review: Changed from \$250,000 to AMS risk threshold.
  - +Tab 6 : Management & Legal Review & Coordination: Threshold changed from \$100,000 to AMS risk threshold.
  - +Tab 11: Signed Non-Disclosure Agreement/Conflict of Interest Certification for Procurements: Threshold changed from \$150,000 to AMS risk threshold.
  - +Tab 17: Public Announcement: Threshold changed from \$150,000 to AMS risk threshold.
  - + Under Procurement Reviews, CFO Review threshold changed from \$10M to \$15M.
  - + Under Evaluate Responses, CFO Review threshold changed from \$10M to \$15M.
  - + Congressional/Public Affairs Notification form changed from DOT Form 4220.41 to FAA Form 4400-35.
5. Interagency Agreement File Checklist
- +Tab 6: CIO Review: Changed from \$250,000 to AMS risk threshold.
  - + Tab 7: CFO Review threshold changed from \$10M to \$15M.
6. OTA File Checklist
- + CIO Review: Changed from \$250,000 to AMS risk threshold.
  - +Management & Legal Review & Coordination: Threshold changed from \$100,000 to AMS risk threshold.
  - +Under Procurement Reviews, CFO Review threshold changed from \$10M to \$15M.
  - +Evaluate Responses, CFO Review threshold changed from \$10M to \$15M.
  - + Congressional/Public Affairs Notification form changed from DOT Form 4220.41 to FAA Form 4400-35.
  - +Public Announcement: Threshold changed from \$150,000 to AMS risk threshold.
7. Purchase Order/GSA/FSS Order File Checklist

+Tab 2 Coordination with Small Business Program Staff: Changed from \$250,000 to AMS risk threshold.  
+Tab 3 CIO Review: Changed from \$250,000 to AMS risk threshold.  
+Tab 4&9 Public Announcement: Threshold changed from \$150,000 to AMS risk threshold.  
+Tab 15 Management & Legal Review & Coordination: Threshold changed from \$100,000 to the AMS risk threshold.  
+Under Procurement Reviews, CFO Review threshold changed from \$10M to \$15M.  
+Under Manage Solicitations and Evaluate Responses, CFO Review threshold changed from \$10M to \$15M.  
+ Congressional/Public Affairs Notification form changed from DOT Form 4220.41 to FAA Form 4400-35.

**Reason for Change:**

(1) The purpose of the changes is to provide changes to Delivery Order/Task Order/BPA Call Checklist based on modifications to AMS Policy 3.6.1.3.4 and Procurement guidance T3.6.1.  
(2) The change updates AMS thresholds, within all of the checklists, to be as flexible and current with government wide thresholds. The change also implements the AMS Risk Threshold to reduce the number of changes to AMS as it relates to thresholds by creating a standard term within AMS for acquisition related actions at the \$250,000 threshold. (i.e., AMS Risk Threshold (ART)). All references to \$10,000 were changed to the micro-purchase threshold. CFO Review was changed from \$10M to \$15M per CFO Office Memorandum. Additionally, Congressional/Public Affairs Notification form changed from DOT Form 4220.41 to FAA Form 4400-35.

**Development, Review, and Concurrence:** AAP-110

**Target Audience:** FAA Acquisition Workforce

**Briefing Planned:** No.

**ASAG Responsibilities:** None.

**Section / Text Location:** AMS Procurement Policy & Guidance-Procurement Checklists

**The redline version must be a comparison with the current published FAST version.**

☒ I confirm I used the latest published version to create this change / redline

**or**

☐ This is new content

**Links:** [https://fast.faa.gov/PPG\\_Procurement\\_Checklists.cfm](https://fast.faa.gov/PPG_Procurement_Checklists.cfm)

**Attachments:**

BPA Checklist  
Construction Checklist  
Contract Checklist  
DO/TO/BPAcall Checklist

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IAA Checklist  
OTA Checklist  
PO Checklist

**Other Files:** N/A.